

## SECTION 5.45 EMERGENCY EVACUATIONS AND FACILITY CLOSURES

Last Update: 11/14

The following serves as guidance for compensating employees in the event of an emergency evacuation or facility closure where employees are sent home. *(This guidance is not intended for situations in which a facility is closed to the general public, but remains open for employees to perform work. This guidance is also not intended for employees who are directed to work during an emergency evacuation situation.)* Affected employees who are unable to perform work away from the normal work site or work at an alternate work location and are sent home should be compensated consistent with the [Severe Weather and Emergency Evacuation Policy](#) and applicable collective bargaining agreement:

### Non-Contract Employees

Employees who are not covered by a collective bargaining agreement shall be compensated in accordance with the relevant provisions in the [Severe Weather and Emergency Evacuation Policy](#). Essentially, affected non-contract employees:

- Will remain in paid status for all scheduled work hours, except where an employee is on vacation or sick leave. Employees who remain in paid work status are considered to be available to work at any time during their normally scheduled work hours. Employees on vacation or sick leave are not available for work.
- May, with appropriate management or supervisor approval, take accrued vacation leave, compensatory time or other paid leave, as appropriate.

### IUP-Covered Employees

There are no relevant provisions in the respective collective bargaining agreements for situations involving emergency evacuations or facility closures. Therefore, affected employees who are covered by an IUP collective bargaining agreement shall be compensated in accordance with the relevant provisions in the [Severe Weather and Emergency Evacuation Policy](#). Affected IUP-covered employees:

- Will remain in paid status for all scheduled work hours, except where an employee is on vacation or sick leave. Employees who remain in paid work status are considered to be available to work at any time during their normally scheduled work hours. Employees on vacation or sick leave are not available for work.
- May, with appropriate management or supervisor approval, take accrued vacation leave, compensatory time or other paid leave, as appropriate.

### SPOC-Covered Employees

There are no relevant provisions in the respective collective bargaining agreement for situations involving emergency evacuations or facility closures. Therefore, affected employees who are covered by the SPOC collective bargaining agreement shall be compensated in accordance with the relevant provisions in the [Severe Weather and Emergency Evacuation Policy](#). Affected SPOC-covered employees:

- Will remain in paid status for all scheduled work hours, except where an employee is on vacation or sick leave. Employees who remain in paid work status are considered to be available to work at any time during their normally scheduled work hours. Employees on vacation or sick leave are not available for work.
- May, with appropriate management or supervisor approval, take accrued vacation leave, compensatory time or other paid leave, as appropriate.

### **AFSCME-Covered Employees**

Employees who are covered by the AFSCME collective bargaining agreement shall be treated in accordance with the relevant provisions in the [Agreement](#). In accordance with Article XI, Section 6 affected AFSCME employees may:

- Use earned compensatory time, vacation or leave without pay as they elect.
- With appropriate management or supervisor approval, make up any lost time within the same work week.

NOTE: AFSCME-covered employees may, when directed by an appropriate manager or supervisor, be placed in an alternate status (e.g., standby status) consistent with the terms of the [Agreement](#).